

DD/S PERSONNEL

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DD/S Personnel 9

DD/S 67-0242

19 JAN 1967

MEMORANDUM FOR: Director of Personnel

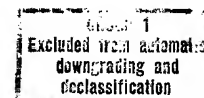
SUBJECT : Actions by Personnel

Reference is made to our meeting with the Executive Director and his request for action in the following areas:

- 67-0241  
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- a. The preparation of a policy statement on the employment of military retirees including the establishment of a level of approval, either the Director of Personnel or the DD/S. At your suggestion there should be a statement covering the following: Reserve appointments are normally limited to an outside term of five years and tying this down in such a manner that an appointment will not exceed the expected retirement age (60) of Agency employees.
  - b. The establishment of a tickler system on contract employees so that at least 90 days before the expiration of the contract if an issue arises, we will have sufficient time to act upon it before the contract expires.
  - c. Establishment of criteria for the hiring of retired annuitants and specifying the basis for the hiring and use of these individuals. This will be of considerable assistance to the supervisors in the Agency by having a policy statement establishing the ground rules for such employment.
  - d. Outplacement Program--In response to a question from the Executive Director as to the status of the Outplacement Program you advised that you hoped to have a proposal in the next ten days or two weeks.
  - e. 100 Universities Program--The Executive Director raised the question as to the status of this Program and referred to the fact that we were to operate this Program in March 1967 based

1/30/67-WFV advises D/Pers to prepare criteria for hiring retired military.

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upon conversations last year when we deferred the Program. Reference is made to our conversations on this subject and your desire to cancel the Program for this year. Please submit a paper promptly proposing the equities of continuing or abandoning it for this year and I will call a meeting of representatives from each Directorate to discuss it. It is necessary that we have Agency-wide input before we make a recommendation to the Director. Since time is of the essence, please expedite this action.

67-0701, 1124

**SIGNED R. L. Bannerman**

**R. L. Bannerman  
Deputy Director  
for Support**

DD/S:RLB:ksd

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